DOCUMENT RESUME

ED 200 097 HE 013 562

AUTHOR Howard, Susan; And Others
TITLE Title VII Sexual Harassment Guidelines and Educational Employment [and] What Can Students Do About Sex Discrimination?
INSTITUTION Association of American Colleges, Washington, D.C. Project on the Status and Education of Women.
SPONS AGENCY Carnegie Corp. of New York, N.Y.; Ford Foundation, New York, N.Y.
PUB DATE Aug 80
NOTE 7p.; Parts may be marginally legible due to print quality.
AVAILABLE FROM Project on the Status and Education of Women, Association of American Colleges, 1818 R Street, NW, Washington, DC 20009.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Civil Rights; College Administration; Compliance (Legal); *Federal Legislation; *Females; Guidelines; Higher Education; *Males; *School Personnel; *Sex Discrimination
IDENTIFIERS *Civil Rights Act 1964 Title VII; Equal Employment Opportunity Commission; *Sexual Harassment

ABSTRACT

Guidelines concerning sexual harassment of employees at educational institutions under Title VII of the Civil Rights Act of 1964 are considered. November 1980 final interpretive guidelines issued by the Equal Employment Opportunity Commission state that Title VII prohibits sexual harassment of employees, that employers are responsible for the actions of their agents and supervisors, and that employers are responsible for the actions of all other employees if the employer knows or should have known about the sexual harassment. The guidelines, which are consistent with current case law, are advisory and courts take them into account. In order to comply with the guidelines, an employer should take all necessary steps to prevent sexual harassment such as: affirmatively raising the subject; expressing disapproval; developing appropriate sanctions; informing employees of their right to raise and how to raise the issue of harassment under Title VII; and developing methods to sensitize all concerned. The following topics are addressed: why the guidelines were issued, what constitutes sexual harassment, how to file a complaint, and whether sexual jokes, slurs, and insults directed at members of one sex are prohibited by the guidelines. The text of the guidelines, as reprinted from the "Federal Register," is included. Guidelines for students, based on a model developed at Utah State University, are also included in a separate attachment. Actions to be taken are listed in priority order, beginning with personal talk with the staff person, and concluding with filing a formal complaint. (SW)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED200097

TITLE VII SEXUAL HARASSMENT GUIDELINES

AND EDUCATIONAL EMPLOYMENT

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

AAC

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Project on the Status and Education of Women
of the Association of American Colleges

HE013562

013562

STAFF

Director	Bernice Resnick Sandler	*Admin. Assoc.*	Jean O'Gorman
Asst. Dir. for Admin.	Mary De Mouy	*Staff Assistant*	Donna Zubrig
Staff Assoc.	Jeanne Fisher-Thompson	*Staff Assistant*	Karen Seebohm
Staff Assoc.	Roberta M. Hall	*Staff Assistant*	Julie A. Kuhn
		Staff Assistant	Pat Fielden

project on the status and education of **women**

Title VII Sexual Harassment Guidelines And Educational Employment

Introduction

On November 10, 1980 the Equal Employment Opportunity Commission (EEOC) issued final interpretive guidelines* on sexual harassment[1] under Title VII of the Civil Rights Act of 1964[2] which state that:

- Title VII prohibits sexual harassment of employees;
- employers are responsible for the actions of their agents and supervisors; and
- employers are responsible for the actions of all other employees if the employer knew or should have known about the sexual harassment.

What is Title VII?

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis or race, color, religion, national origin, and sex.

Who is covered by Title VII?

Title VII covers all employers who employ 15 or more employees. Title VII covers all educational institutions, and the guidelines cover all of their employees.

Who enforces the guidelines?

The Equal Employment Opportunity Commisson which issued the guidelines is the enforcement agency for Title VII.

Why were the guidelines issued?

Sexual harassment in the workplace is a continuing and widespread problem. EEOC has stated, "Sexual harassment like harassment on the basis of color, race, religion, or national origin has long been recognized by the EEOC as a violation of . . . Title VII of the Civil Rights Act of 1964 . . . However, despite the position taken by the Commission, sexual harassment continues to be especially widespread . . . Therefore, EEOC (amends) its Guidelines on Discrimination because of Sex."

An example of the breadth of this problem is shown by a 1975 study conducted by Working Women's Institute in which 70 percent of the respondents reported that they had experienced sexual harassment on the job. In another study, conducted by *Redbook Magazine*, almost one half of employed women surveyed said that they—or a woman they knew—had quit a position or been fired because of sexual harassment on the job.[4]

Do the guidelines have the force of law?

Strictly speaking, no. The guidelines are advisory and courts take them into account. Moreover, the guidelines closely parallel already existing court decisions in which the courts have held that sexual harassment violates Title VII and that employers are responsible for the actions of their employees. Thus, the guidelines are consistent with current case law.

Do the guidelines prohibit personal relationships between employees?

No. The guidelines address themselves to unwelcome conduct and clearly distinguish sexual harassment from a "particular action or incident (which is) a purely personal, social relationship without a discriminating employment effect."[5] In determining whether conduct constitutes sexual harassment, the commission "will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case by case basis."[6]

What is sexual harassment?

The guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a nature which constitute harassment when:

- submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; and/or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.[7]

Do the guidelines give specific examples of activities that constitute sexual harassment?

No. The guidelines simply offer a flexible and very broad definition of sexual harassment with no specific examples.

Specific examples, however, that *may* constitute sexual harassment under the guidelines are:

- subtle pressure for sexual activity;
- unnecessary patting or pinching;
- constant brushing against another employee's body;
- "friendly" arms around the shoulder;
- "accidental" brushes or touches;
- deliberate assaults or molestations;
- demanding sexual favors accompanied by implied threats concerning an individual's employment status;
- demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment status; and
- explicit offers of money for sex.[8]

Are sexual jokes, slurs, and insults directed at members of one sex prohibited by the guidelines?

The answer to this question is unclear. Though the guidelines state that sexual harassment can be "physical" or "verbal," the guidelines also state that the conduct must be "of a sexual nature." Thus, it is unclear whether derogatory and degrading comments or jokes directed at members of one sex constitute sexual harassment.

The Circuit Court of the District of Columbia, however, has found that activity need not have a sexual content in order to constitute sexual harassment. Though the cases involved activity that

*Guidelines are reprinted on back page.

*This paper was primarily written by Susan Howard of Suffolk University Law, who was an intern with the Project on the Status and Education of Women.

THE PROJECT ON THE STATUS AND EDUCATION OF WOMEN of the Association of American Colleges provides information concerning women in education, and works with institutions, government agencies and other associations and programs affecting women in higher education. The Project is funded by Carnegie Corporation of New York and The Ford Foundation. Publication of these materials does not necessarily constitute endorsement by AAC, Carnegie Corporation of New York of The Ford Foundation, or any of its sponsoring organizations. This publication may be reproduced in whole or part without permission, provided credit is given to the Project on the Status and Education of Women, Association of American Colleges 1818 R Street, NW, Washington, DC 20009. All requests for copies should be accompanied by a self-addressed, stamped envelope.

was sexual in content, the court said that the content of the activity was "immaterial." The activity need only to be directed at members of one sex.

> "... (R)etention of her job was conditioned upon submission to sexual relations—an extraction which the supervisor would not have sought from any male."
>
> "... The vitiating sex factor thus stemmed not from the fact that what appellant's supervisor demanded was sexual activity—*which of itself is immaterial*—but from the fact that he imposed upon her tenure in her then position a condition which he would not have fastened upon a male employee." (italics added) [*Williams v. Saxbe*, 413 F. Supp. 654 (D.D.C. 1972)].

In a later case the same court said:

> "It was and is sufficient to allege a violation of Title VII to claim that the rule creating an artificial barrier to employement has been applied to one gender and not to the other." *Barnes v. Costle*, 561 F. 2d. 983 (1977).

The National Advisory Council on Women's Educational Programs[9] has urged that the guidelines be expanded or interpreted by EEOC so as to prohibit activity of a "gender-charged" nature. In a letter to EEOC, the Council stated:

> "An atmosphere charged with such anti-woman (or anti-man) bias is as potentially harmful to employees as is an atmosphere charged with racist sentiment, and constitutes 'sexual' harassment in a very real manner."

The "atmosphere" that the council refers to is created by "behavior (which) may include denigration of women (or men) through sexist humor, remarks, or other activities which create an 'intimidating, hostile, or offensive working climate,' but which do so without any suggestion that sexual activity take place between the principals."[10]

EEOC and, ultimately, the courts will settle this question.

What must institutions do to comply with the guidelines?

The guidelines state that an employer *should* take all necessary steps to prevent sexual harassment such as:

- affirmatively raising the subject;
- expressing strong disapproval;
- developing appropriate sanctions;
- informing employees of their right to raise and how to raise the issue of harassment under Title VII; and
- developing methods to sensitize all concerned."

Is an employer responsible for the actions of its agents and supervisors?

Yes, the guidelines hold employers fully responsible for the actions of their agents and supervisors "*regardless* of whether the specific acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew or should have known of their occurrence."[13] (italics added)

Is an institution responsible for the actions of its employees?

Yes. The guidelines, however, impose a less strict standard by which to measure the employer's responsibility if the harasser is simply an employee and not an agent or a supervisory employee. The employer is responsible for the actions of such employees *only* if the employer (or its agents or supervisory employees) "knows or should have known of the conduct and fails to take immediate and appropriate corrective action."[13]

In addition, an employer may also be responsible for the actions of *non-employees* who sexually, harass employees in the workplace where the employer (or its agents or supervisory employees) "knows or should have known of the conduct and fails to take immediate and appropriate corrective action."[14]

Why should institutions be interested in prohibiting sexual harassment?

As a booklet published by AFSCME[15] argues, "Probably the majority of offenders are supervisors, so sexual harassment should be considered a problem for management to resolve. Work environments in which sexual harassment is sanctioned are not the most productive, and personnel decisions may be made without regard to the job performance."[16] The booklet notes "sexual harassment undermines the integrity of the workplace,"[17] and therefore, "it is good management practice to have a strong policy against sexual harassment."[18]

In addition, employers will also want to avoid charges of sexual harassment. In such cases, EEOC can ask for an award of front pay, back pay, reinstatement, promotion, or any other type of relief that will rectify the situation. Both EEOC and the courts have wide discretion in correcting situations where sexual harassment has or is occurring. If an employer refuses to settle a complaint through the conciliation process, EEOC can file suit and ask a federal judge for relief.

Do the guidelines prohibit sexual harassment of students?

The guidelines apply only to employees. Students who are employees, however, are covered by the guidelines in the same manner as other employees.

Is there any other law that protects students from sexual harassment?

Title IX of the Education Amendments of 1972[19] may prohibit sexual harassment of students.[20] In the case of *Alexander et al v. Yale* [631 Fed. 2d. 178 (2nd Cir. 1980)] a federal magistrate said, in a preliminary hearing which permitted the case to go to trial, "... academic advancement conditioned upon submission to sexual demands constitutes sex discrimination in education." The case involved a claim by a former Yale College student that her political science professor had offered her an "A" for sex. (The case lost on appeal because of failure to prove that an improper advance was made or that the student was adversely affected as a consequence.)[21]

The Office for Civil Rights (OCR) at the Department of Education is the primary enforcement agency for Title IX, and has not yet issued any guidelines about whether Title IX covers sexual harassment. The National Advisory Council on Women's Educational Programs, however, has submitted to OCR a legal memorandum which concluded that Title IX prohibits sexual harassment of students, faculty and staff.[22]

Will institutions be informed if a sexual harassment complaint is filed against them?

Yes. EEOC notifies institutions of complaints within 10 days.

Who can file a complaint against an institution?

Individuals and/or organizations on behalf of aggrieved employee(s) or applicant(s). Organizations also may file class or pattern complaints without identification of individuals. Members of the Commission may also file charges.

Is there a time limit for filing complaints?

Yes. A complaint must be filed within 180 days of the alleged incident.

How is a complaint made?

By a sworn complaint form, obtainable from the Equal Employment Opportunity Commission, 2401 E St., NW, Washington, DC 20508, or the District area EEOC office.

Are the names of complainants kept confidential?

The complainant's name is divulged to the institution when an investigation is made. Charges, however, are not made public by EEOC, nor can any of its efforts during the conciliation process be

made public by EEOC or its employees. The aggrieved party, however, and the respondent are not bound by the confidentiality requirement. If court action becomes necessary, the identity of the parties becomes a matter of public record.

Can investigations be made without complaints?

No. EEOC can conduct investigations *only* if charges have been filed.

Are there recordkeeping requirements? Does the government have access to records?

No specific recordkeeping requirements have been promulgated. EEOC, however, has the power to require that specified records be kept relevant to the determination of whether or not violations under Title VII have occurred. EEOC also is empowered to review all relevant records, such as records of grievance procedures relating to sexual harassment.

Are grievance procedures required?

Grievance procedures are not required under Title VII, nor is EEOC required to give weight to findings under such procedures. Thus, individuals are not required to file complaints with the institution before filing with EEOC.[23]

Do the guidelines apply to labor organizations?

Yes. Labor organizations are subject to the same requirements and sanctions as employers.

Is retaliation for filing complaints illegal?

Yes. Employers are prohibited from discharging or discriminating against any employee or applicant for employment because he or she has made a complaint, assisted with an investigation, or instituted proceedings.

What can an institution do?

An institution can make people more aware about the problem of sexual harassment by the following activities:

- developing a specific policy against sexual harassment;
- disseminating the policy in memos, posters, flyers, radio spots, etc.;
- developing a procedure to inform new employees;
- surveying the workplace to find out the extent of the problem at the institution;
- developing and disseminating information about grievance procedures to handle sexual harassment complaints. (The grievance procedure may or may not be the same as other existing grievance procedures. Sexual harassment complaints are often initially handled more appropriately by informal procedures followed by more formal procedures if the complaint is not resolved. Individuals who wish to pursue a grievance are likely to go to court if the institution has no procedure for them to use.);
- developing a union grievance procedure, where appropriate; and
- developing a code of conduct for all employees.

These guidelines add strength to the growing commitment among institutions and the academic community that sexual harassment will no longer be tolerated.

. . . . . .

FOOTNOTES

[1]29 C.F.R. Chapter XIV, Section 1604.11, Federal Register, Vol. 45, No. 219, p.74676-74677. (See guidelines reprinted on back page.)

[2]42 U.S.C. Sections 2000e *et seq.* (1964).

[3]Memo to public interest groups from Eleanor Holmes Norton, chair, EEOC, 3/11/80.

[4]*Redbook* Magazine, November 1976.

[5]Memo to public interest groups from Eleanor Holmes Norton, Chair, EEOC, 3/11/80.

[6]29 C.F.R. Section 1604.11(b).

[7]29 C.F.R. Section 1604.11(a).

[8]See, for example, the order issued by the Mayor of the District of Columbia concerning sexual harassment, and the list compiled by the American Federation of State, County and Municipal employees in *Sexual Harassment, On the Job: What the Union Can Do*, available from AFSCME, Research Department, 1625 L St., NW, Washington, DC 20036.

[9]The Council is a federally mandated body whose members are appointed by the President.

[10]Letter to EEOC from National Advisory Council on Women's Educational Programs, 6/10/80.

[11]29 C.F.R. Section 1604.11(f).

[12]29 C.F.R. Section 1604.11(c).

[13]29 C.F.R. Section 1604.11(d).

[14]29 C.F.R. Section 1604.11(e).

[15]*Sexual Harassment, On the Job: What the Union Can Do*, American Federation of State, County, and Municipal Employees, 1625 L St., NW, Washington, DC 20036.

[16]Ibid, p. 11.

[17]Ibid., p. 32.

[18]Ibid., p. 11.

[19]20 U.S.C. Sections (68) *et seq* (1972).

[20]Title IX prohibits sex discrimination in any educational program or activity that receives federal financial assistance. Almost all educational institutions receive federal assistance and are therefore covered by Title IX.

[21]In addition, several institutions have used university procedures, without the use of Title IX, to discipline faculty members for sexual harassment of students.

At San Jose State University (CA), a tenured associate professor of philosophy was fired for fondling and propositioning five of his female students.

At the University of California at Berkley, a professor was suspended without pay for one quarter for fondling, and propositioning 13 students, offering a good grade for sex, and writing an unfavorable letter of recommendation for one student who refused his sexual advances.

At Harvard University (MA), a government professor was formally reprimanded after a student contended that he had tried to kiss her.

[22]The issue of whether Title IX protects employees, as well as students, is currently being litigated in the courts. The U.S. Supreme Court will probably soon rule on this question. If the Court finds that Title IX covers employment discrimination it is likely that Title IX will incorporate the Title VII sexual harassment guidelines or that the courts will find the guidelines incorporated implicitly. See Romeo and North Haven.

[23]Title IX, on the other hand, requires grievance procedures, although individuals may bypass them and file charges directly with OCR.

Reprinted from:
Federal Register / Vol. 45, No. 219 / Monday, November 10, 1980 / Rules and Regulations 74676-74677

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

29 CFR Part 1604

Discrimination Because of Sex Under Title VII of the Civil Rights Act of 1964, as Amended; Adoption of Final Interpretive Guidelines

AGENCY: Equal Employment Opportunity Commission.

ACTION: Final Amendment to Guidelines on Discrimination Because of Sex.

SUMMARY: On April 11, 1980, the Equal Employment Opportunity Commission published the Interim Guidelines on sexual harassment as an amendment to the Guidelines on Discrimination Because of Sex, 29 CFR part 1604.11, 45 FR 25024. This amendment will re-affirm that sexual harassment is an unlawful employment practice. The EEOC received public comments for 60 days subsequent to the date of publication of the Interim Guidelines. As a result of the comments and the analysis of them, these Final Guidelines were drafted.

EFFECTIVE DATE: November 10, 1980.

FOR FURTHER INFORMATION CONTACT: Karen Danart, Acting Director, Office of Policy Implementation, Equal Employment Opportunity Commission, 2401 E Street, NW., Washington, D.C. 20506, (202) 634-7060.

[*Supplementary Information* concerning comments received on the interim guidelines, and relevant case law is omitted.]

Accordingly, 29 CFR Chapter XIV, Part 1604 is amended by adding § 1604.11 to read as follows:

PART 1604—GUIDELINES ON DISCRIMINATION BECAUSE OF SEX

§ 1604.11 Sexual harassment.

(a) Harassment on the basis of sex is a violation of Sec. 703 of Title VII.[1] Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidatin, hostile, or offensive working environment.

(b) In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case by case basis.

(c) Applying general Title VII principles, an employer, employment agency, joint apprenticeship committee or labor organization (hereinafter collectively referred to as "employer") is responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment regardless of whether the specific acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew or should have known of their occurrence. The Commission will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual acts in either a supervisory or agency capacity.

(d) With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.

(e) An employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases the Commission will consider the extent of the employer's control and any other legal responsibility which the employer may have with respect to the conduct of such non-employees.

(f) Prevention is the best tool for the elimination of sexual harassment. An employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.

(g) Other related practices: Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other persons who were qualified for but denied that employment opportunity or benefit.

(Title VII, Pub. L. 88-352, 78 Stat. 253 (42 U.S.C. 2000e et seq.))

(FR Doc. 80-34981 Filed 11-7-80; 8:45 am)
BILLING CODE 6570-06-M

[1] The principles involved here continue to apply to race, color, religion or other origin.

6

STAFF

Director	Bernice Resnick Sandler	*Staff Assistant*	Donna Zubris
Admin. Assoc.	Mary De Mouy	*Staff Assistant*	Karen Seebohm
Staff Assoc.	Jeanne Fisher-Thompson	*Staff Assistant*	Julie A. Kuhn
Staff Assoc.	Roberta M. Hall	*Staff Assistant*	Pat Fielden
Admin.Assoc.	Jean O'Gorman		

This hand-out, prepared and distributed by the Utah State University Committee on the Status of Women, may be useful as a model for other institutions developing ways to inform students about discrimination and sexual harassment on campus.

Reprinted with permission by

project on the status and education of **women**

What Can Students Do About Sex Discrimination?

What can you as a student do when you believe that . . .

- course material ignores or depreciates you because of your sex?
- an adviser does not take your career and educational goals seriously because she/he appears to believe them inappropriate for members of your sex?
- you are denied resources, such as financial aid, teaching assistantships, or admission to a program for sexist reasons?
- you are pressured by a professor or staff person to participate with him/her in social and/or sexual activities?

Students often feel powerless in such situations, but there are people on the USU campus who are willing to talk to them about those problems without any obligation on the part of either party. Such situations as those described above are not condoned by Utah State University nor the teaching profession. In some instances they occur out of ignorance or misunderstanding and need only to be brought to the attention of the professor. In other instances they can be considered unethical and subject to professional reprimand.

Actions You Can Take

(In suggested order)

1. Talk to the professor or staff person. Carefully explain why you view the particular comment, joke, course reading, action taken, etc. as sexist. Regard the meeting as a kind of consciousness-raising session where you help him/her understand how you feel. Sometimes people aren't aware of how their remarks or actions affect someone else, and communicating your feelings to the professor might be most helpful to him/her in avoiding such actions in the future. Be sure to prepare for the meeting ahead of time with documentation (e.g. class notes, tapes, specific comments he/she made) and a logical presentation. (Sometimes people don't understand how sexist remarks can hurt; it might help you to draw the analogy of racist or anti-ethnic remarks—"Would you make fun of a person's skin color or ethnic background? Then why do so with sex?")

To get support for yourself, consider going to see the professor with several other people from the class. If you can't find others in the class (and discussing the issues with other students in itself may help raise consciousness), take friends along who aren't in the class. You might also seek help from the list of names below.

2. Contact University people and groups who are concerned about sexual discrimination. These people are willing to listen to you, discuss specific incidents, and provide help and advice if you want them:

**Marilynne Glatfelter*, USU Counseling Center, (ext. 7591)

#**Janice Pearce*, HPER Department (ext. 7379)

Glen Maw, USU Counseling Center. Help Line (ext. 7591)

#**Karen Morse*, Chemistry Department (ext. 7160)

**Jane Lott*, HECE Department (ext. 7263)

Anne Hatch, USU Women's Center (ext. 7528)

Judith Gappa or Archie Savage, Affirmative Action Office (ext. 8222)

*These people are members of the USU Committee on the Status of Women, currently chaired by Dr. Pearce.

#These people are members of the Professional Relationships and Faculty Welfare Committee.

3. If you have talked to the professor or staff person and sexual discrimination continues, write a letter to him/her documenting the incidents and explaining why they are offensive to you. State that you have not obtained results from previous discussion(s) and note the date(s) of the discussion(s). Send a carbon copy to the head of his/her department or unit and perhaps to one of the above-listed people. If you fail to receive a satisfactory answer from the staff members and/or head, request a meeting with the two of them and take along an objective third party (another professor or one of the people in the above list).

4. Don't enroll in classes which are sexually discriminatory, and let the professor know why you haven't enrolled. In filling out course evaluation forms, make it known why such discriminatory comments or actions have offended you. If the professor has responded to your earlier complaints and has made efforts to change, support those efforts in your evaluation. Remember to always give full support to professors who are fair and who treat students as human beings regardless of their sex.

5. It may be necessary to file a formal grievance or complaint. This is a very serious step and should not be undertaken without discussion and counsel with a member of the teaching profession who understands established grievance procedures at USU. Once again consult with one of the people on the above list.

THE PROJECT ON THE STATUS AND EDUCATION OF WOMEN of the Association of American Colleges provides information concerning women in education, and works with institutions, government agencies and other associations and programs affecting women in higher education. The Project is funded by Carnegie Corporation of New York and The Ford Foundation. Publication of these materials does not necessarily constitute endorsement by AAC, Carnegie Corporation of New York or The Ford Foundation, or any of the Project's sponsoring organizations. This publication may be reproduced in whole or part without permission, provided credit is given to the Project on the Status and Education of Women, Association of American Colleges, 1818 R Street, NW, Washington, DC 20009, and the Utah State University Committee on the Status of Women.